

DIRECTOR OF COMMUNITY SERVICES AND FACILITIES

DEFINITION

Under administrative direction, to plan, organize and direct all activities of the Community Services and Facilities Department, including City-sponsored recreation programs and activities, the acquisition, development and maintenance of City parks, and the coordination of the design, construction and maintenance of City buildings; to serve as project manager for facility development and construction projects; to provide expert professional assistance to the City Council, City Manager and others; and to perform related work as required.

CLASS CHARACTERISTICS

This is a department director classification with overall responsibility for the activities of the Community Services and Facilities department. The incumbent is accountable, through subordinate managers and supervisors, for accomplishing all department goals, and for furthering City goals and objectives within general policy guidelines.

EXAMPLES OF DUTIES (Illustrative Only)

- Plans, organizes, assigns, directs, reviews and evaluates the activities of the Community Services and Facilities Department including recreation programs; park development and maintenance; design, construction and maintenance of City buildings; and project management for facility construction projects
- Develops and directs the implementation of goals, objectives, policies, procedures and work standards for the Community Services and Facilities department
- Directs the preparation and administration of the department budget
- Confers with and provides professional assistance to City staff members on Community Services and Facilities matters
- Advises the City Manager and City Council on a broad range of issues within areas of responsibility
- Establishes, within City policy, appropriate service and staffing levels; allocates resources accordingly
- Ensures the proper maintenance of department vehicles, equipment and facilities
- Prepares grant applications for additional program/project funding; administers grant funding, ensuring compliance with applicable rules and regulations
- Makes recommendations and prepares corresponding reports to the City Manager, City Council and Recreation Commission; serves as staff liaison to the Recreation Commission

- Coordinates the acquisition, planning and development of City parks, including negotiating the acquisition of land, developing project budgets; managing consultant contracts for site design, and managing construction
- Coordinates the development and construction of general City operational facilities, including police and fire stations, administrative offices, and associated site improvements; manages consultant services agreements and provides project management; develops project budgets
- Negotiates contracts with consultants and private enterprises for services required by the City
- Oversees the use of City facilities by outside organizations
- Responds to difficult or sensitive complaints and requests for information from the public, news media and City staff
- Represents the City in meetings with representatives of governmental agencies, professional, business and community organizations, and the public
- Directs the selection, evaluation, and training and development of department staff
- Interprets applicable policies, procedures, laws and regulations to staff
- Prepares a variety of correspondence and reports
- Attends and makes presentations at council, interagency, committee and other meetings and conferences

QUALIFICATIONS

Knowledge of:

- Administrative principles and methods, including goal setting, program and budget development, implementation and control, personnel management and supervision
- City organization and functions; laws, rules, codes, and regulations governing Community Services and Facilities activities
- Contemporary trends and practices of recreation and facilities operations
- Principles and practices of facility and parks construction, maintenance and repair
- Principles and practices of land acquisition and development
- Principles and practices of construction management, and general construction methods, materials and equipment
- Practices of contract negotiation, preparation and administration
- Recreational, cultural and social needs of the community
- Principles and practices of grant writing and administration
- Applicable federal, state and local laws, codes and ordinances
- Recent developments, current literature and sources of information related to recreation program development, planning and administration, and facility and park development, construction and maintenance
- English usage, spelling, grammar and punctuation
- Modern office practices and technology including personal computer hardware and software
- Safe work practices

Skill in:

- Planning, organizing, assigning, directing, reviewing and evaluating activities of the Community Services and Facilities department
- Selecting, training, motivating and evaluating staff
- Developing, implementing, and interpreting goals, objectives, policies, procedures, and work standards
- Analyzing complex problems, evaluating alternatives, and making sound recommendations related to Community Services and Facilities activities
- Analyzing department support needs and ensuring prompt and efficient delivery of services, materials and supplies
- Interpreting, applying and ensuring project compliance with applicable federal, state and local policies, procedures, laws, regulations, codes and ordinances
- Effectively managing the planning, development and construction of City parks and facilities
- Reading and interpreting design/technical specifications and drawings
- Assessing community needs, and designing, developing and implementing community service programs suited to the needs of the community
- Researching, analyzing and evaluating new service delivery methods, procedures and techniques
- Negotiating and administering service contracts and preparing bid packages
- Analyzing problems, identifying alternative solutions, projecting consequences of proposed actions and implementing recommendations in support of goals
- Communicating clearly and concisely, both orally and in writing
- Preparing clear, concise and accurate reports, correspondence and other written materials including bids and financial information
- Establishing and maintaining effective working relations with those contacted in the course of work
- Using computer technology and applications in the performance of daily activities

A typical way of gaining the knowledge and skills outlined above is:

- Equivalent to a Bachelor's degree with major coursework in business or public administration, construction technology, recreation or related field and at least four (4) years of management-level experience in general services, which include construction management and park and facilities maintenance. Experience in recreation programming is preferred.

LICENSES AND CERTIFICATES

Valid California driver's license

PHYSICAL DEMANDS

Mobility to work in a standard office environment, use standard office equipment and attend off-site meetings. On occasion may work in the field, drive a vehicle and be exposed to traffic, construction hazards, and weather conditions. On an intermittent basis, sit at a desk for long periods of time; intermittently walk, stand, bend, squat, twist and reach while performing office duties; lift light to moderate weights. Manual dexterity to use standard office equipment and supplies and operate a keyboard, manipulate single sheets of paper and large document holders (binders, manuals, etc.); vision to read handwritten and printed materials and a computer screen; hearing and speech to communicate in person and by telephone or radio.

FLSA: E

This job specification should not be construed to imply that these requirements are the exclusive standards of the position. Not all duties are necessarily performed by each incumbent. Additionally, incumbents may be required to follow any other instructions and to perform any other related duties as may be required by their supervisor.